Cash Receipts and Deposits

Chapter 4: Create Single Deposit Slips

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Chapter 4

Cash Receipts & Deposits

Topic 4-1
CREATING SINGLE DEPOSIT SLIPS
Create ZD Deposit Document – Transaction FB50

The State Treasurer requires a single deposit slip for each Electronic Fund Transfer that is expected into their account. To accommodate this requirement, General Ledger Transaction FB50 with document type ZD is used to create a separate deposit slip for each instance.

The FB50, ZD document type transaction can also be used if an additional check is received that must be deposited after the normal daily deposit has been printed and submitted to the Treasury.
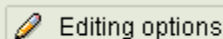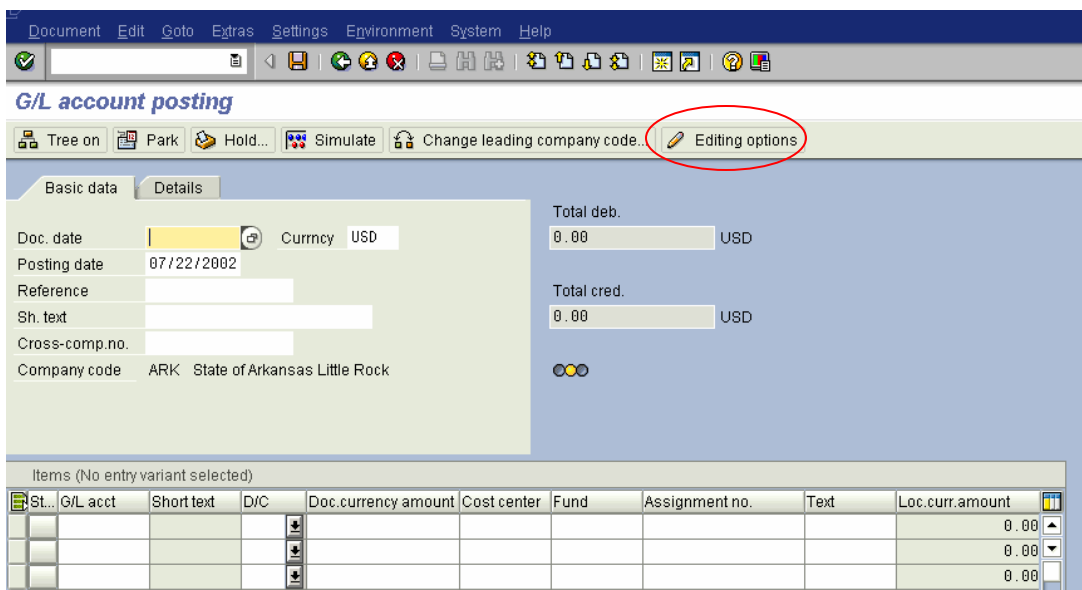
Topic 4-1
CREATING SINGLE DEPOSIT SLIPS
Create ZD Deposit Document – Transaction FB50

1.   In FB50, change the Document type to ZD to begin this transaction. If your AASIS FB50 screen does not allow entry of Document type you will execute the following steps to change your Editing Options only one time:

At the FB50 screen select EDITING OPTIONS:

Topic 4-1
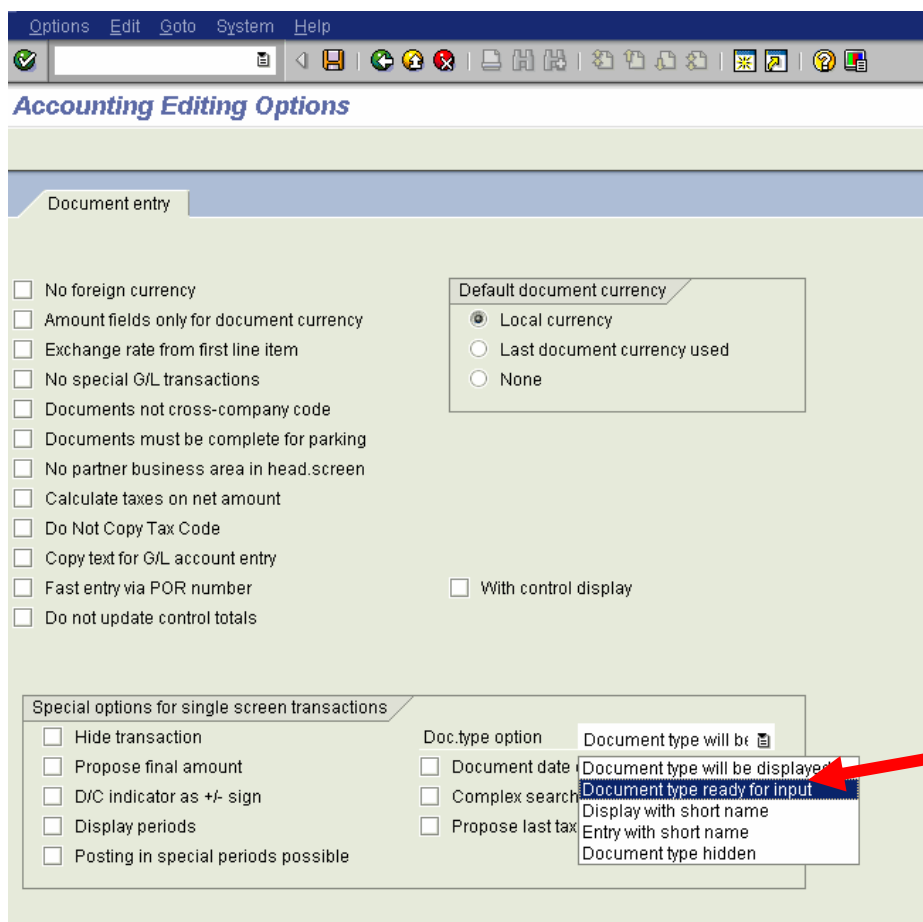## CREATING SINGLE DEPOSIT SLIPS
Create ZD Deposit Document – Transaction FB50

2. Click on the Doc type option drop down and select "Document type ready for input."

3. Click on the "Save" disk. 🖫
   You will receive a message: ⊘ The options were entered in the user master record
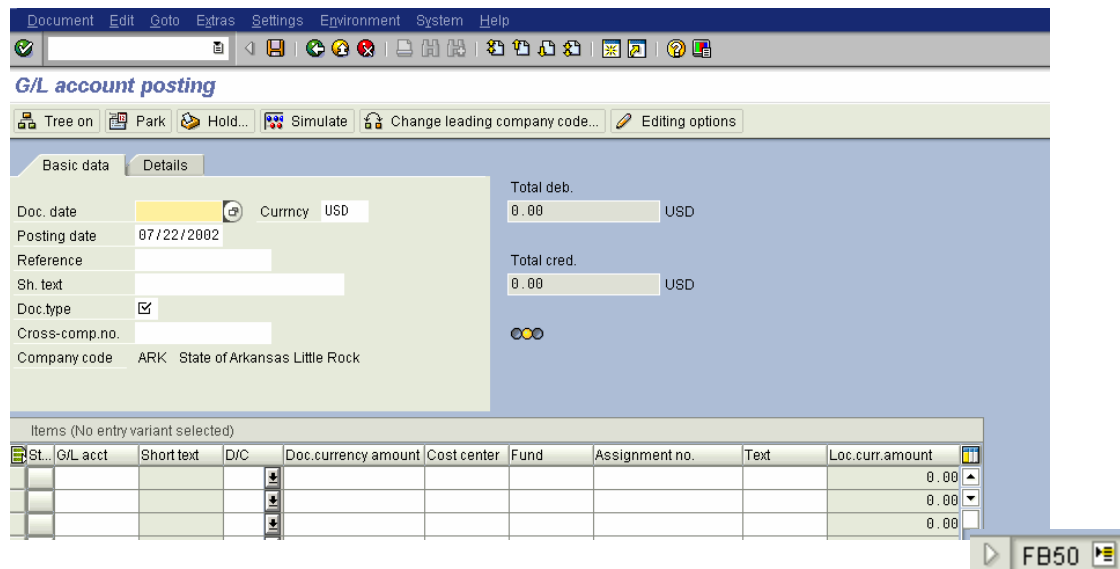
4. Green Arrow back. ⬅

Note: Document type is a required field on the FB50 transaction. Failure to perform these steps will prevent all posting in the FB50 transaction.

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CREATING SINGLE DEPOSIT SLIPS
Create ZD Deposit Document – Transaction FB50

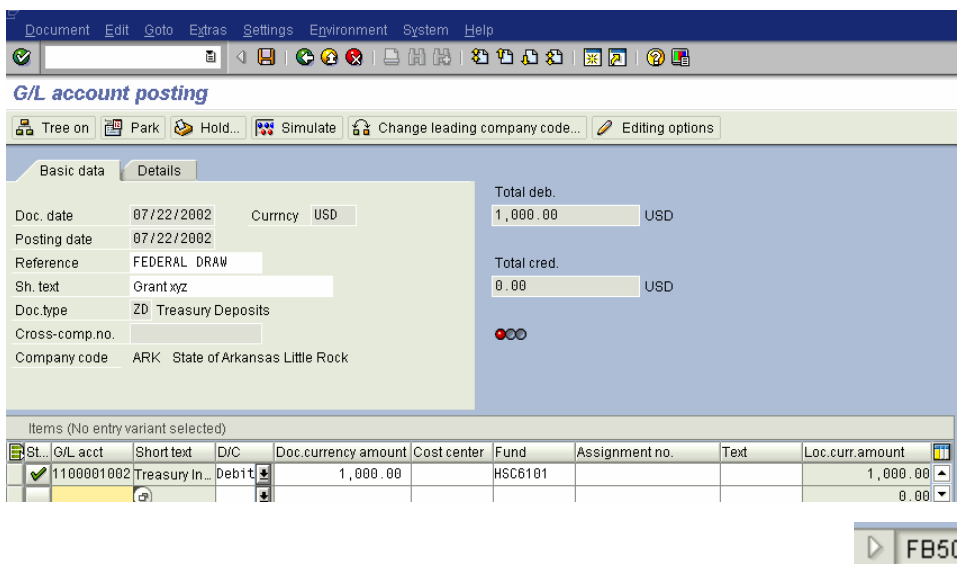5. Re-start Transaction FB50 and Doc. type will appear.

6. On Basic data tab, enter Doc. date and Doc. type ZD.

Sh(ort) text field is required and should be used to enter identifying reference text.

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7. Under Items, Line 1, Enter GL Account: Treasury EFT Incoming 1100001004.

8. Enter Debit under D/C field.

9. Enter amount of deposit in Amount field.

10. Enter the fund deposit is to be made in Fund field.

NOTE: Each transaction must contain a debit and a credit in the same fund and cost center for the entry to be completely in balance.

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11. Line item 2. Enter the Revenue General Ledger (G/L) account deposit is to be credited to.

12. Enter Credit under D/C field.

13. Enter amount of deposit or an * in amount to bring in same amount as in Line item 1.

14. Enter Cost Center then hit the enter key on the keyboard. Be sure the fund derived from the cost center is the same fund that was entered on the debit to cash line.

15. Click on Simulate button for an overview of the document, if desired.

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Create ZD Deposit Document – Transaction FB50

16. Click on the park icon.

17. A message will display with the document number that was parked.

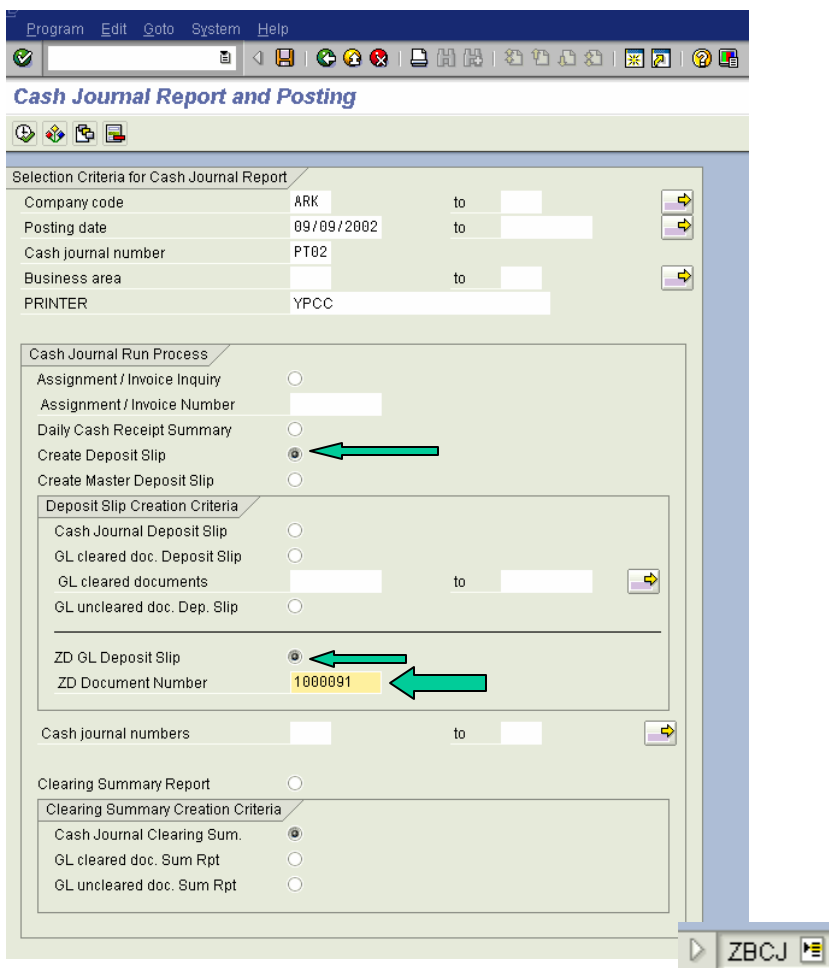18. The user with the GL Supervision role will review and post the parked document.

Note: The GL transaction, FB50, is a park and post function. The same user that parks the document cannot post it.

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CREATING SINGLE DEPOSIT SLIPS
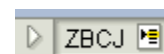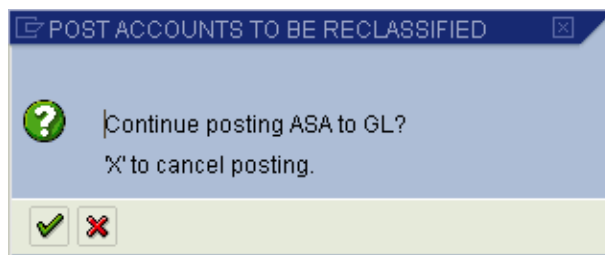# Create and Print Deposit Slip – Transaction ZBCJ

19. Go to ZBCJ to create the deposit slip.

20. Complete Posting Date, Cash Journal No., and Printer fields.

21. Click on "Create Deposit Slip" button.

22. Click on ZD GL Deposit slip.

23. Enter document number

24. Click on execute.

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Create and Print Deposit Slip – Transaction ZBCJ

> **POST ACCOUNTS TO BE RECLASSIFIED**
>
> ❓ Continue posting ASA to GL?
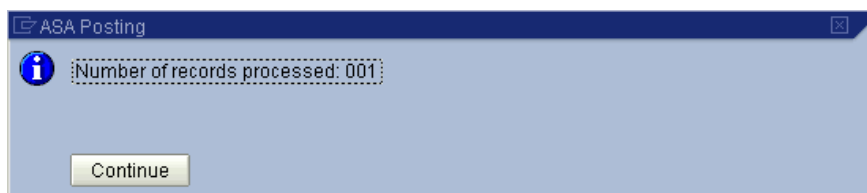>
>   'X' to cancel posting.
>
> ✔ ✖

▷ ZBCJ ▣

25. Note: If this is a Special Revenue deposit, a message box will display asking if you want to post ASA to G/L. Click on the green check mark. ✔

Click on Continue button to finish deposit.   Continue

> **ASA Posting**
>
> ℹ Number of records processed: 001
>
>   Continue

IMPORTANT:

If a need arises to re-print a deposit slip, the ASA posting box will pop up again.
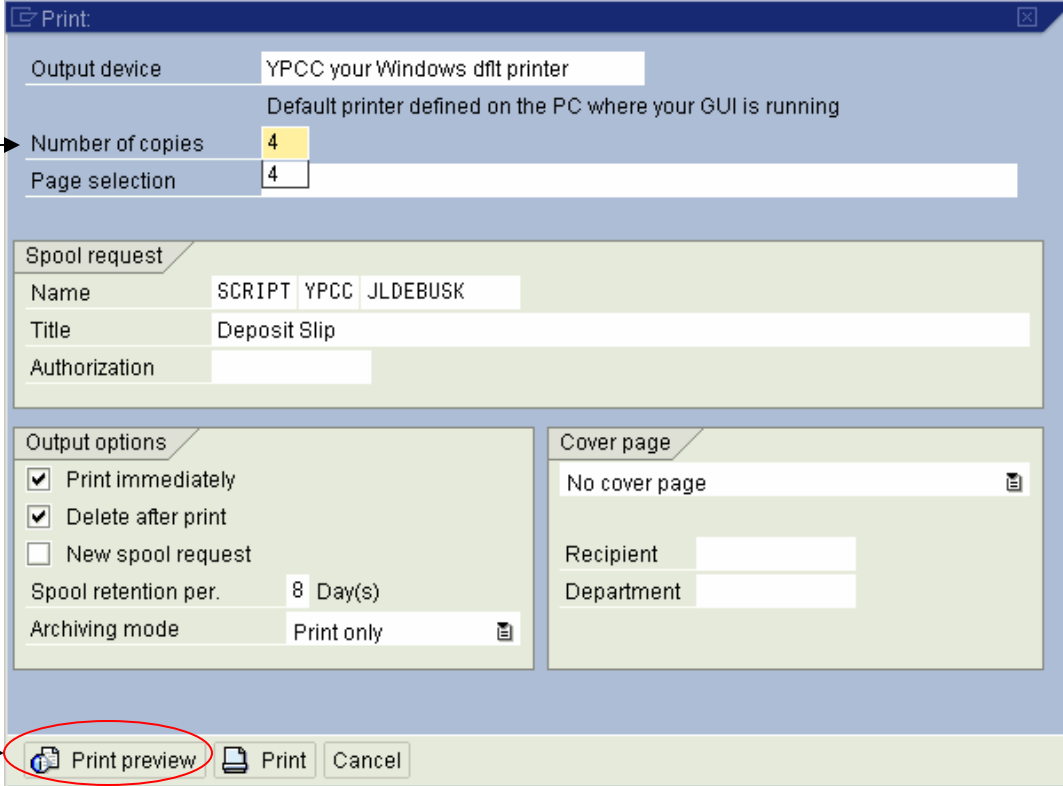
CLICK ON THE RED X. ✖

The ASA posting action will create a PARKED ZM document that will be posted at the end of the day by DFA Office of Accounting. Clicking on the green check more than once will create duplicate documents.

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26. Enter number of copies desired. Four (4) copies is recommended.

27. Click on Print Preview button (optional).

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28. Review deposit slip for accuracy. The deposit slip must have a payment document number to be accepted by the Treasurer's office. No document number indicates there are unposted items.

29. Click on the print icon when ready. 🖨

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29. Complete Deposit slip manually. Note: ZBCJ only creates a form. It does not allow for interactive input by the user on the screen. The Deposit Composition section must be completed.

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